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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **CITY CLERK**

DEFINITION

Under general direction of the City Council, to plan, direct, supervise, and coordinate all activities of the City Clerk's Office relating to Council meetings, City elections, and public records in accordance with applicable laws, codes, policies, and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the City Clerk's Office. The incumbent is expected to assume overall responsibility for all facets of municipal City Clerk activities including providing leadership in establishing general direction, goals, and priorities. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, complex, and difficult duties.

REPORTS TO: City Council

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Council. Exercises general direction over professional, para-professional and clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Serve as Clerk to the City Council.
- Coordinate the preparation of Council agendas and supporting material including public notification, and legal and display advertising; attend agenda conference; publish, issue, and post final agenda..
- Direct the preparation, publication, distribution, filing, indexing, and safekeeping of Council proceedings, minutes, and actions.
- Plan and direct the processing of ordinances, resolutions, bond issues, annexations, vacations, assessments, charter amendments, initiatives, referendum, recall petitions, and other related documents.
- Maintain the City Municipal Code; certify City documents; attest to proper execution of all public documents.
- Serve as custodian of the City Seal, official City records, and official municipal documents; plan and direct the City's records retention/preservation program in compliance with legal requirements and City policy.
- Oversee the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and affirmations.
- Plan and direct municipal elections; oversee and/or perform notary public duties.
- Serve as filing officer and official for state and local campaign statements and conflict of interest codes of the City Council advisory bodies and all designated employees under the Political Reform Act.
- Receive and process petitions, claims against the City, and lawsuits.

- Analyze, review, and make recommendations regarding office procedures.
- Prepare, administer, and control department budget.
- Coordinate City Clerk activities with other City departments, divisions, and with outside agencies.
- Select, supervise, train, and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local government organization.
- Principles and practices of management, administration, and budgetary systems and procedures.
- Applicable federal, state, and municipal laws and procedures; election laws and procedures; Brown Act procedures; and political reform requirements.
- Administrative management including records management, records retention, and preservation procedures.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Organize, assign, and schedule work to accomplish goals within required time frames.
- Provide effective customer service to those using the services of the City Clerk's Office.
- Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, commissions/committees, City Council, and City staff.
- Provide information and organize material in conformance with laws, regulations, and policies.
- Communicate clearly and concisely, orally and in writing.
- Analyze and interpret complex legal documents, contracts, administrative procedures, and regulations.
- Exercise sound, independent judgment within general policy guidelines.
- Operate office equipment including computer systems and related software.
- Work necessary hours and times to accomplish goals, objectives, and required tasks.
- Select, supervise, train, and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Up to two years of additional qualifying experience may substitute for two years of the required education.

Experience: At least five years of responsible experience involving the administration of a City Clerk's or similar office including at least three years of supervisory experience. Prior administrative experience as a Deputy or Assistant City Clerk in a large municipality is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a valid Certified Municipal Clerk (CMC) Certificate.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: City Clerk

TO: Assistant City Manager